

| Wyoming BLM Standard Operating Procedures Checklist for the Wild Horse Gather Planning | | | | |
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| Gather Plan and NEPA Document Development | | | | |
| Item #. | Action Needed | Staff Responsibility | Target Due Date | Actual Completion Date |
| 180 to 365 days prior to Target Gather Date | | | | |
| 1. | Conduct a thorough census of the HMA 6-12 months prior to target gather date to attain a current population estimate for the HMA. (This is necessary for the development of Purpose and Need section of the Gather Plan/EA as well as being used in the Statement of Work and Task Order for contract gathers.) | Specialist | | |
| 2. | Document and make determination that excess horses exist in HMA through review of existing monitoring data compiled for the HMA. (6-12 months prior to target gather date) | Specialist | | |
| 3. | Initiate development of Gather Plan/EA. Internal scoping of affected resources should occur. (6-12 months prior to target gather date) | Specialist | | |
| 31 to 150 days prior to Target Gather Date | | | | |
| 4. | Draft Gather Plan/EA begins 30 day internal Field Office and WYSO review. If proposing use of fertility control with gather, NPO requires mandatory 45 day review of Draft EA and supporting documents. (Min. 120 days prior to target gather date) | FO/SO/NPO staff | | |
| 5. | Incorporate internal comments to Gather Plan/EA. | Specialist | | |
| 6. | Document date that Annual Helicopter and Motorized Vehicles Hearing was held within the State. | State Program Lead | | |
| 7. | Coordinate with the livestock grazing permittees within the HMA on proposed gather operations, target removal numbers and gather dates. | Specialist | | |
| 8. | Coordinate with local Game and Fish Office on potential impacts with wildlife winter range, hunting seasons, and critical habitat closure periods, etc. that may exist within the HMA proposed for gathering. | Specialist | | |
| 9. | Coordinate with the Private landowners within the HMA if access across their lands, use of private lands for holding corrals/traps, and access to water sources are necessary for completion of the gather. | Specialist | | |
| 10. | Letter to interested parties notifying them the document will be available for review. Press release noting availability on Web page. (10-14 working days prior to start of Public review period.) | Specialist/Web team | | |
| 11. | 30 day Public review of the draft Gather Plan/EA begins. (Min. 90 days prior to target gather date.) | Specialist | | |
| 12. | Draft the FONSI and Decision document. | Specialist | | |
| 1 to 30 days prior to Target Gather Date | | | | |
| 13. | Finalize the GP/EA and FONSI/Decision based on Public and internal review. Decision document will be issued “effective upon issuance or date established in the decision” (4770.3(c)). (Min. 30 days prior to target gather date.) | Specialist | | |

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| 14. | Field Manager signs FONSI/Decision document. (Min. 7 days prior to target gather date.) | Field Manager | | |
| 15. | GP/EA and FONSI/Decision document sent to all who commented. | Specialist | | |
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| | Gather Operations | | | |
| | NOTE: All timeframes listed below are in regards to regular scheduled gather operations. In case of emergency operations, all scheduling will be a case by case basis depending on severity of emergency. | | | |
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| | National Gather Contractor | | | |
| | 45 days prior to Target Gather Date | | | |
| 16. | Coordinate with Rock Springs Corrals' Facility Manager to project corral capacity for time of gather to determine if additional corral space at other BLM facilities needs to be planned for with the NPO Shipping Coordinator. | Specialist/State Program Lead | | |
| 17. | Coordinate with USDA-APHIS Area Veterinarian in Charge (AVIC) within the state if APHIS vet presence is requested during gather operations (courtesy call to APHIS/BLM liaison who can also assist making this contact if needed). APHIS presence during gather is recommended if there are particular concerns re. animal health or if advocacy group or media presence is expected to be a problem. APHIS inspection of horses is mandatory prior to interstate movement of horses from WY to CO without a negative coggins test (i.e. shipping to Canon City, CO directly from trap site). (Min. 45 days prior to target gather date.) | State Program Lead | | |
| 18. | Coordination with State Veterinarian and APHIS State AVIC if equine health issues exist within the HMA proposed for gathering. Health issue may require the contracting of local DVM to conduct required testing of animals gathered. | State Program Lead | | |
| 19. | Coordination with PAO at Field Office and State Office levels for media inquiries and visitor requests. | Specialist/State Program Lead | | |
| | 30 days prior to Target Gather Date | | | |
| 20. | Complete final coordination with NPO for implementation of fertility control vaccine if identified as part of gather protocol. (Min. 30 days prior to target gather date) | Specialist/State Program Lead | | |
| 21. | Statement of Work and Task Order sent to Contracting Officer at National Business Center in Denver. (Min. 30 days prior to target gather date.) | Specialist/State Program Lead | | |
| | 10 days prior to Target Gather Date | | | |
| 22. | Coordination with State Brand Inspector for movement of horses across County and State borders. (Min. 10 days prior to target gather date) | Specialist | | |

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| | 1 day prior to Target Gather Date | | | |
| 23. | Verify the Field Manager has signed FONSI/Decision document. | Specialist | | |
| 24. | Contract pre-work meeting one day (minimum) prior to commencement of gather operations. | Specialist/Contract COR | | |
| 25. | All necessary personnel and equipment for gather operations on site. | Contract COR | | |
| | During Gather Operations | | | |
| 26. | Daily reports of gather activities will be supplied to the State Program Lead for reporting to the State Director, Field Manager, and NPO. | Specialist | | |
| | After Completion of Gather Operations | | | |
| 27. | Contractor payment invoices and contract documents finalized and sent to Contracting Officer within 3 working days of completion of gather. | Contract COR | | |
| 28. | Gather completion report to NPO with Actual number gathered and removed. Number of animals treated with fertility vaccine if applicable. | Specialist/State Program Lead | | |
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| | In-house Gather Crew (as authorized by State Director) | | | |
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| | 14-45 days prior to Target Gather Date | | | |
| 29. | Approved Project Specific Special Use Aviation Plan in place. | Specialist/Zone Aviation | | |
| 30. | Coordinate with USDA-APHIS Area Veterinarian in Charge (AVIC) within the state if APHIS vet presence is requested during gather operations (courtesy call to APHIS/BLM liaison who can also assist making this contact if needed). APHIS presence during gather is recommended if there are particular concerns re. animal health, or if advocacy group or media presence is expected to be a problem. APHIS inspection of horses is mandatory prior to interstate movement of horses from WY to CO without a negative coggins test (i.e. shipping to Canon City, CO directly from trap site). (Min. 45 days prior to target gather date.) | State Program Lead | | |
| 31. | Coordination with State Veterinarian and APHIS State AVIC if equine health issues exist within the HMA proposed for gathering. Health issue may require the contracting of local DVM to conduct required testing of animals gathered. | State Program Lead | | |
| 32. | Coordinate with Rock Springs Corrals' Facility Manager to project corral capacity for time of gather to determine if additional corral space at other BLM facilities needs to be planned for with the NPO Shipping Coordinator. | Specialist/State Program Lead | | |
| 33. | Coordinate gather dates with BLM Dispatch and Zone Aviation to allow adequate time to schedule dispatch services, flight following, and helicopter manager. (Min. 45 days prior to target gather date.) | Specialist | | |
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| 34. | Project Lead (Field Office Horse Specialist) will initiate the completion of Aircraft Flight Request/Schedule (Form 9400-1a). Aviation will complete and approve the Aircraft Flight Request/Schedule prior to aircraft being scheduled. (Min. 45 days prior to target gather date.) | Specialist/Zone Aviation | | |
| 35. | Aviation will finalize scheduling of appropriate aircraft through National BLM On-call WH&B Contractor list. (Min. 30 days prior to target gather date.) | Zone Aviation | | |
| 36. | Rock Springs Facility manager (and/or gather crew leader, if identified) will coordinate and schedule any additional personnel and equipment necessary for the gather operations. (Min. 45 days prior to target gather date.) | Rock Springs Facility manager | | |
| 37. | Complete final coordination with NPO for implementation of fertility control vaccine if identified as part of gather protocol. (Min. 30 days prior to target gather date) | Specialist/State Program Lead | | |
| 38. | Coordination with PAO at Field Office and State Office levels for media inquiries and visitor requests. | Specialist/State Program Lead | | |
| 39. | Aviation approved Helicopter Manager will be assigned to the project and involved in the helicopter operations, to ensure the operations are being carried out safely and comply with BLM requirements. (Min. 14 days prior to target gather date.) | Zone Aviation | | |
| | 10 days prior to Target Gather Date | | | |
| 40. | Coordination with State Brand Inspector if movement of horses across State borders is necessary. (Min. 10 days prior to target gather date) | Specialist | | |
| | 1 day prior to Target Gather Date | | | |
| 41. | Verify the Field Manager has signed FONSI/Decision document. | Specialist | | |
| 42. | Aviation meeting between Rock Springs Facility manager (and/or gather crew leader, if identified), Helicopter manager, Specialist, and Contract pilot to discuss gathering plan, identification of critical animal locations and removal numbers. | Facility manager / Dispatch/Helicopter Mgr/Specialist | | |
| 43. | All necessary personnel and equipment are available for project. | Crew Leader | | |
| | 1 hour prior to Target Gather Date | | | |
| 44. | All necessary personnel and equipment for gather operations on site. | Facility Mgr/Crew leader | | |
| 45. | Helicopter Manager and crew leader make determination that conditions are favorable for start of gather operations. Helicopter manager must make a mandatory phone or radio call to Dispatch with determination. Dispatch then formally contacts Field Manager with decision. | Helicopter Mgr/ Crew Leader | | |
| 46. | The helicopter manager will complete the load calculation, test the radios with dispatch, AND call together a preflight mission (safety/operational) briefing between him/her self, the pilot, and the entire gather crew before firing up the aircraft and going to work, at least on the first day of the project, and preferably daily since trap locations and conditions may vary. | Helicopter Mgr | | |

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| | During Gather Operations | | | |
| 47. | Daily reports of gather activities will be supplied to the State Program Lead for reporting to the State Director, Field Manager, and NPO. | Specialist | | |
| | After Completion of Gather | | | |
| 48. | Aviation operations debriefing, complete payment document | Pilot, Helicopter Mgr., Gather crew | | |
| 49. | Initiation and Completion Dates of Gather | Specialist | | |
| 50. | Gather completion report to NPO with actual number gathered and removed. Number of animals treated with fertility vaccine if applicable. | Specialist | | |
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